



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Officer Delegated Decision

28 March 2024

Director of Housing




Apex Asset Management System upgrade

To obtain approval to enter a contract with Rowanwood to purchase an upgrade to our current Asset Management system Apex.

The contract would be awarded through the G-Cloud 13 framework provided by Crown Commercial Service and would be for an initial period of 2 years with a value of £166,745

Contact

Kelly Foster, Repairs Manager

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Decision made by:	Alison Hall-Wright, Director of Housing
Decision:	Officer Delegation
Public or Exempt:	Public
Reasons for exemption:	
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	Delegated authority as set out in the thresholds included within the Council's Contract Procedure Rules at Part 4 (Rules of Procedure) of the Constitution

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The implementation costs for this proposed award are within budgeted levels for the approved 2024/2025 HRA Capital Programme. The ongoing licence costs are within the current ICT budget.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Procurement

- 1.2 It is confirmed that the Council's Procurement Lead has been consulted throughout this process. The direct award via G-Cloud is a compliant route.

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.3 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Risk and Mitigation

- 1.4 There are no risks foreseen in the implementation of the upgrade to the asset management system however this will be monitored as part of the implementation process.

Completed by: Tracey Elliott, Governance and Risk Officer

2. The Purpose of the Report

- 2.1 To obtain approval to enter into a contract with Rowanwood to purchase an upgrade for the Asset Management system, Apex, as the current version of the system which the Council operates has reached end of life. Upgrading the system will ensure that the Council is able to continue to manage the Housing Revenue

Account assets effectively, make data led decisions in relation to future investment programmes and ensure accurate compliance data is held and reportable.

- 2.2 The upgraded system will allow stock condition survey information to be entered into the system directly by the surveyors which will ensure that the Council has access to accurate stock condition information as soon as it is available.
- 2.3 SKDC currently also uses a secondary asset management system, Propeller, to manage compliance tasks such as gas servicing, electrical testing and fire safety. Following the upgrade of Apex the Housing team plan to transfer all Propeller data and functions into the new system as this will ensure all asset information is held within the primary asset management system.
- 2.4 The contract would be awarded through the G-Cloud 13 framework provided by Crown Commercial Service for an initial period of 2 years with the option to extend for a further 1 year which would need to be approved by Cabinet. The cost of the contract is as follows:
 - Year 1 - £106,038
 - Year 2 - £60,707

3. Available Options Considered

- 3.1 The Council considered two system options:
 - Upgrade Apex v17 to Apex v18 Cloud-9 – which will provide the Council with the flexibility and functionality needed to support ongoing compliance monitoring, grant fund applications, energy assessments and contractor portals.
 - To use the QL asset management module – This would involve a large amount of resource and time to build the module to enable the transfer of data and in creating the necessary reports.

4. Preferred Option

- 4.1 To upgrade the current Apex system to Apex v18 as this will ensure the Council can continue to effectively manage the Housing Revenue Account assets and will remove any of the risks associated with migrating data to the QL system. The Apex system also has additional asset management functionality when compared with the QL system, for example, contract management.

5. Reasons for the Decision(s)

- 5.1 The proposed contract award has followed a compliant procurement process and will provide the council with an asset management system which supports the

corporate plan mission “To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations”

6. Consultation

- 6.1 The review of the asset management system options included discussions with key stakeholders.

Signed by: **Alison Hall-Wright**

Dated: **28 March 2024**